

23 July 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of PersonnelSUBJECT : Office of Personnel Report --
Week Ending 23 July 1976

1. Co-op Program: The Co-op Coordinator was visited by Dr. Robert Meister of the Electrical Engineering Department of Catholic University. He is interested in beginning a Co-op Program at Catholic University and wants to place some of his students with the Agency. He is also interested in placing graduate students in our Intern Program.

2. Output of Engineers Down to 1968 Level: College placement officials are reporting that the 1975 class of graduating engineers was the smallest in the last seven years. This was confirmed in a recent survey by the Engineering Manpower Commission of Engineers Joint Council. In fact, last year's class of bachelor's degree recipients was almost as small as the class of 1959.

3. CIARDS: Of the 1,260 notifications sent out concerning the option of transfer from CIARDS to the Civil Service Retirement System, 1,017 responses have been received thus far, eight of which have elected transfer to Civil Service. Those responses which are dwindling in now are from people overseas and on home leave. (Previously reported at 8:30 Meeting.)

4. Voluntary Investment Plan: During the past several weeks we have experienced delay in transactions by mail between Washington and the bank in Boston. We have, therefore, made arrangements to use transfers by wire order between the VIP checking account at the Riggs National Bank and the bank in Boston. For good measure, we made the same arrangement with the bank in New York. Those banks handle the T. Rowe Price Growth Fund and the Johnston Fund, respectively.

5. Attitude Survey: We continued the coding of employee responses to the attitude survey. As of Thursday morning, 22 July, 1,642 responses have been received.

6. Rehired Annuitants: The following rehired annuitant cases were approved for the Directorate of Administration:

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7. FLSA Course: Two more presentations of the FLSA Orientation Course have been conducted for component Personnel Officers. Critique comments continue to indicate that these sessions are being well received.

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9. EAA Store: During the week the EAA Store received its first shipment of home smoke detectors which it is selling to all employees at cost. On the first day of availability, 60 of the smoke detectors were sold. Those who purchased them and took them back to their offices apparently created new interest in smoke detectors since an additional 100 orders were placed by employees on that same day.

10. EAA Display: The EAA Photo Club, in cooperation with the Fine Arts Committee, is presenting a photography display in the first floor exhibit hall. Samples of Agency employees' photographic works went on display on 19 July and will be available for viewing through 20 August.

Coming Events:

1. We will continue our processing of the attitude survey.
2. Chief, Review Staff will brief DDO/MAG on Personnel Management System in the Agency on 28 July.

[Redacted]

F. W. M. Janney/

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